

HEADQUARTERS
UNITED STATES EUROPEAN COMMAND
UNIT 30400, BOX 1000
APO AE 09128

STAFF MEMORANDUM
NUMBER 30-1, Change 2

08 JAN 1997

ADMINISTRATIVE MATTERS

Travel Orders

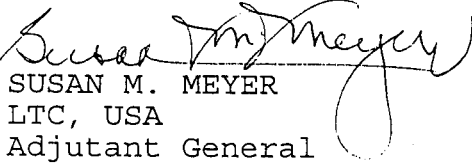
Make the following pen and ink changes

- a. Paragraph 14, second sentence, Delete "10 hours".
- b. Paragraph 14, second sentence, Add "12 hours".

FOR THE COMMANDER IN CHIEF:

OFFICIAL:

DAVID L. BENTON, III
Lieutenant General, USA
Chief of Staff


SUSAN M. MEYER
LTC, USA
Adjutant General

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This Changed Directive changes ED 45-8, 02 Feb 94.

HEADQUARTERS
UNITED STATES EUROPEAN COMMAND
APO AE 09128

STAFF MEMORANDUM
NUMBER 30-1, Change 1

13 JUN 1995

ADMINISTRATIVE MATTERS

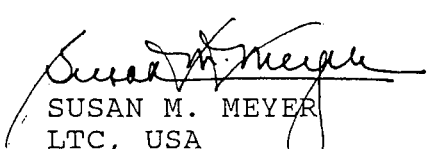
Travel Orders

-
1. Remove old pages 6, 7 and 8.
 2. Insert new pages 6, 7, 8 and 9.
 3. Add Appendix S.
 4. Material changed or added on pages 6 and 8 is printed in bold and italicized.

FOR THE COMMANDER IN CHIEF:

OFFICIAL:

RICHARD F. KELLER
Lieutenant General, USA
Chief of Staff


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DISTRIBUTION:

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This Changed Staff Memorandum changes SM 30-1, 24 Aug 93.

HEADQUARTERS
UNITED STATES EUROPEAN COMMAND
APO AE 09128

STAFF MEMORANDUM
NUMBER 30-1

24 AUG 1993

ADMINISTRATIVE MATTERS

Travel Orders

1. Summary.

a. To prescribe policy and procedures for preparation of orders for:

(1) Temporary Duty Travel (TDY).

(2) Courier duty.

(3) Miscellaneous travel to include medical travel and Invitational Travel Orders (ITO).

(4) NATO Travel Orders.

b. To delegate authority to issue orders.

c. To describe and assign responsibilities.

d. This memorandum applies to all HQ USEUCOM directorates and staff offices and extends use of Headquarters' processing procedures for local use except in those instances where authority to issue orders has not been made to special activities.

e. Excluded herein are order requirements for Permanent-Change-of-Station (PCS), Emergency Leave, Student Travel, and "Permissive" TDY.

2. Applicability. This Staff Memorandum is applicable to all directorates and staff offices of HQ USEUCOM.

3. Internal Control Systems. This Staff Memorandum is subject to the requirements of AR 11-2. It contains internal control provisions but does not contain checklists for conducting internal control reviews. These checklists are contained in DA Circular 11-87-6.

4. Suggested Improvements. ECJ1-AA is the proponent for this Staff Memorandum and suggested improvements should be forwarded to HQ USEUCOM, ATTN: ECJ1-AA, Unit 30400, Box 1000, APO AE 09128.

5. References. See Appendix A.

6. Responsibilities.

a. ECJ1-A will:

(1) Authenticate all Invitational Travel Orders that authorize travel by Government Air. See paragraphs 12b and 13 of this regulation for instructions on requesting ITOs.

*(2) Conduct yearly inspections of the TDY Order Log, ITO Order Log and TDY order filing procedures of all activities.

b. Directors/Deputy Directors and Office Chiefs will:

(1) Ensure that travel orders issued will not result in an over obligation of available funds. If additional funding is required, it must be requested from the Comptroller prior to the approval of the orders. Directorates and staff offices must maintain adequate records to ensure that the travel target is not exceeded and must reconcile these records with the 208th Finance Detachment on a monthly basis.

(2) Approve all travel orders including Invitational Travel Orders (ITO) for Contractor Personnel when directorate/staff office funds are being utilized, IAW AR 310-10; Vol I and II, JFTR; and this SM, citing directorate/staff office funds. Exceptions: See sections below on

This Staff Memorandum supersedes SM 30-1, 17 Dec 86.

24 AUG 1993

medical orders for family members, courier orders and Invitational Travel Orders (ITO).

(3) Ensure that the least costly transportation and travel arrangements are made.

(4) Perform semiannual review of travel to validate requirements for Blanket Travel Orders (BTO) and submit results of review to ECJ1-AA NOT LATER THAN the last working day of April and October.

c. Directorate/staff office executive officers/administrative officers/resource managers will:

(1) Review, authenticate and issue all travel orders.

(2) Maintain record copies of all orders issued. (See paragraph 16, this SM, for filing instructions.)

(3) Maintain a TDY Order Log and an ITO Order Log. (Appendix R).

d. ECJS will review and approve all requests pertaining to use and issuance of orders authorizing military air transportation for non-DOD travelers and VIP visitors.

7. Policy and Procedures. All levels of approving authorities will review the need for temporary duty and travel to ensure travel is minimized and performed only when no other means of communication or support serves the purpose.

a. Order Procedures. HQDA is the executive agent for prescribing administrative procedures for HQ USEUCOM. Department of the Army order procedures and formats (AR 310-10) will be used to satisfy all travel order requirements, regardless of Service affiliations. Requesting directorates/staff office should include a statement in remarks section, TDY order clarifying entitlement differences prescribed by Service directives and appropriate authorization.

*b. Approving Official (Block 18, DD Form 1610). Directors/deputy

directors and office chiefs, or the next senior individual, in absence of the director/deputy director or office chief, will personally approve all TDY order requests. The "TRAVELER" and "APPROVING OFFICIAL" should not be the same individual.

*c. Order Authorizing Official or Authentication (Block 20, DD Form 1610). Executive/administrative officers or resource managers of directorates/staff offices are delegated authority to authenticate HQ USEUCOM TDY orders.

d. Source of Funds.

(1) The directorate or activity requiring travel will fund TDY for all HQ USEUCOM personnel. Activities tasked to provide inspectors for inspections conducted by HQ USEUCOM Inspector General (ECIG) are required to fund for their personnel. ECIG will only fund for Component Command Inspections. The Comptroller will provide assistance for TDY performed for others on a reimbursable basis.

(2) TDY for a requirement imposed upon a subordinate command by and for the benefit of HQ USEUCOM will be supported from funds available to this headquarters. The subordinate command will fund travel directed by HQ USEUCOM in connection with the assigned mission of the subordinate command.

(3) Directors and office chiefs will receive an Annual Funding Program (AFP) and quarterly targets from the Comptroller. The targets are based on phased obligation plan submitted by the directorate or staff office.

e. Modes and Classes of Travel.

* (1) IAW paragraph 3-12 of AR 310-10 (Reference A-8) transportation officers are responsible for determining modes of transportation. Orders will reflect the mode of transportation determined to be most appropriate by the orders approving official after coordination (written or verbal) with the transportation officer. Orders will not specify a

24 AUG 1993

SM 30-1

category or class of airlift (e.g., Category Z travel) transportation.

(2) DOD policy directs use of AMC procured airlift for international travel unless such airlift is unable to meet clearly defined mission requirements. When Government airlift services are not available, air carriers of U.S. registry must be used for official transportation requirements when such carriers are available and capable of satisfying the mission requirements. Foreign flag air carriers may be used, as specified in subparagraph U3125-C, Vol I, Joint Federal Travel Regulations (JFTR) (Reference A-4) when U.S. flag air carriers are unavailable. A sample statement is at Appendix B.

(3) Personnel using U.S. Flag commercial air carriers for official travel will use less-than-first-class accommodations. Exceptions to this policy are stated in subparagraph U3125-B3, JFTR. Authorization for use of first-class accommodations will be made in advance of travel unless extenuating or emergency circumstances make authorization impossible. In these cases, the traveller will obtain written approval from the appropriate authority as soon as possible after the travel is performed.

(a) Request for before or after-the-fact approval must be submitted to the appropriate Secretary of the Uniformed Services or to the Chairman of the Joint Chief of Staff through the Chief of Staff (ECCS).

(b) Directors/deputy directors/office chief, or the next senior individual in the absence of the director/office chief will disapprove requests which are not adequately justified.

(c) Travellers must exercise caution since approval of first-class air travel is required to ensure payment. Use of first-class accommodations before obtaining approval could result in losses to the individuals involved. After-the-fact approval cannot be expected unless

extenuating circumstances fully warrant such support.

(4) Presidential appointees and 3 and 4 star general/flag officers are authorized to travel via Clipper Class or Businessman's Class when traveling overseas on TDY (per Deputy Secretary of Defense memorandum of 21 Aug 81, subject: Use of DOD Aircraft and First Class Travel). This provision is extended to the general/flag officer only. Request for use of Clipper/Business Class for travelers other than 3 or 4 star general/flag officers will be submitted to the appropriate Secretary of the Uniformed Services for approval.

f. POV Travel. Requests for authorization for POV travel will be processed by directorates and staff offices on a case-by-case basis. For example, in the case of an individual who is traveling under authority of Repeated Travel Orders (RTO) or Blanket Travel Orders (BTO), each trip should be authorized and defended with facts pertinent to each. Directorates and staff offices will maintain evidence on file for one year substantiating the facts supporting the authorization for travel as being advantageous to the Government.

g. Special Conveyances. When travel is conducted under circumstances not permitting travel by the usual means of transportation, directors/deputy directors and office chiefs may authorize the hire of boat, rental autos or other conveyance. One or more of the following circumstances must be present to justify such authorizations:

(1) The traveler must have in his/her possession bulky, scientific, fragile or valuable equipment or exhibits;

(2) The traveler must have in his/her possession classified documents;

(3) The traveler is required to travel over routes where commercial/military transportation is non-existent or so time consuming as to

24 AUG 1993

delay public business unduly;

(4) Use of a rental car would be more economical than use of public conveyance.

h. Messing and Billeting. Use of Government messing and billeting facilities will be required.

(1) Except for staff members attending Service operated schools at military installations, directors/deputy directors and office chiefs may, either before or subsequent to travel, certify that use of existing quarters and messing facilities would adversely affect the performance of the assigned mission. This statement will then constitute a certificate of nonavailability for the purpose of reimbursement.

(2) The restrictions cited in this paragraph do not apply to general and flag officers or to civilians of equivalent rank.

(3) Travelers not authorized to use government mess (i.e., officers paid separate rations) are exempt from this restriction and do not need approval for waiving the requirement. Item "L", HQ USEUCOM Supplemental Instructions for TDY, Appendix E, will be used.

i. TDY Orders. Travel should be performed on individually issued orders prepared for each specific trip. See paragraph 9 for exceptions.

*j. Travel Order Number. Block 22, DD Form 1610, will be numbered using the last two alpha characters of the directorate/staff offices' office symbol, the two digit numeric month code, followed by the number of the orders issued that month (i.e., the first order issued by ECJ1 in March would be numbered J1-03-01, the fifteenth order for March would be J1-03-15). A new number in the same series will be used for each amendment, revocation or rescission prepared on a DD Form 1610. Cite the number of the last DD Form 1610 issued the previous month at the top of the first DD Form 1610 issued at

the beginning of a new month (e.g., "Travel Order Number J1-03-15 was the last of the series for March" would be typed on the top margin of the first order issued for April) (See paragraph 16, this SM for Orders Filing Instructions). Invitational Travel Orders will be numbered using the two digit numeric month and a sequential number for the number of ITOs issued during that month, followed by the two digit office symbol of the preparing office (i.e. the fifth ITO of March prepared by J1 would be numbered 03-05-J1). This is the opposite of the TDY order numbering system and serves to distinguish ITOs issued with the same number by different offices.

k. TDY Order Log. HQ USEUCOM Form 30-1A-R (TDY ORDER LOG), Appendix R, will be used to sequentially log all TDY Order numbers and ITO order numbers. Separate logs will be used for DD Form 1610 and ITOs. Instructions for completing HQ USEUCOM Form 30-1A-R are contained on the form.

8. Preparation and Processing of TDY Orders. Requests for regular TDY travel will be prepared on DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel). The requesting directorate/staff office will complete DD Form 1610. See Appendix C for instructions on preparation.

*a. Requesting office will complete item 19 with accounting data provided by the USEUCOM Comptroller. The last fourteen digits of the accounting classification will be the Document Reference Number, constructed following guidance issued by the Comptroller. Approval by the director/staff office chief or designated representative is required in this block.

b. Executive/administrative officers will be provided the original order request for review, control and authentication (signature, item 20, date and orders number, items 21 and 22).

*c. Following signature, sufficient copies of the order for each traveler

24 AUG 1993

SM 30-1

will be reproduced.

d. Backing Sheets.

(1) Appendix E, HQ USEUCOM Supplemental Instructions for TDY, lists the most frequently needed and used special instructions. Requestors may, at their discretion, elect to cite numbered items (e.g., item E to authorize use of taxicab) in item 16, Remarks Section, DD Form 1610, in lieu of completing the statement on authorization. Special Instructions contained in Appendix E is the only list that will be accepted by 208th Finance Detachment.

*(2) Appendix F page F-1, the HQ USEUCOM dual backing, which contains an identical listing as shown at Appendix E, plus the HQ USEUCOM NATO TRAVEL ORDER (HQ USEUCOM FORM 30-1-R) (Appendix F-2) for use in facilitating border crossings between and to NATO countries. NATO travel orders are required for U.S. military personnel directed to travel to or through Belgium, Canada, Denmark, France, Germany, Greece, Iceland, Italy, Luxembourg, the Netherlands, Norway, Portugal, Spain, Turkey or the United Kingdom. (NOTE: NATO orders will not be issued to civilian personnel).

(3) Backing sheets will be copied onto the reverse side of the DD Form 1610 by the Executive/Administrative Officer performing the authentication.

e. When it is impractical to issue written orders in advance of travel, verbal orders may be issued and be confirmed by written orders at the earliest possible date with "VERBAL ORDERS COMMANDING OFFICER" (VOCO) date cited as the same date of travel. The format sample at Appendix G will apply with item 7 of the DD Form 1610 annotated to read "VOCO" and item 16 stating: "Travel directed VOCO. VOCO date confirmed "Date of Travel"."

9. Amendments. DD Form 1610 will also be used to notify concerned staff offices/personnel of any change needed to TDY orders once issued.

a. The responsible directorate/staff office will complete items 1-7, 16-18, 20-22. Item 16 must cite the Document Reference Number (DRN), travel order number and the issue date of the original order being amended. Routing, processing, and distribution will be the same as for initial TDY order requests.

b. A sample completed amendment is at Appendix G.

10. Corrected Copy. Travel orders may be corrected by the organization that published the original order to show the true state of affairs existing at the time the original order was published. DD Form 1610 may be informally corrected for minor, administrative errors or oversights (i.e., omission of SSN or an erroneous number) by:

a. Typing or neatly annotating necessary correction on DD Form 1610.

b. Typing in capital letters across top of original order (DD Form 1610) "CORRECTED COPY".

c. Reproducing required copies for travelers plus one for authentication officers file.

d. Do not change orders to reflect facts that did not exist at the time the original order was published.

e. Issue only one corrected copy. Further corrections will be made by revoking and reissuing the order.

11. Rescissions or Revocations. DD Form 1610 will be used to notify concerned staff offices/personnel of rescissions or revocations of TDY orders.

a. The responsible directorate/staff office will complete items 1-7, 16-18, 20-22. Requestor will cite the Document Reference Number, travel order number and the issue date of the original order being revoked or rescinded in item 16. Routing, processing, and distribution will be the same as for initial TDY order requests.

13 JUN 1995

SM 30-1, Change 1

b. Usage:

(1) Rescind an order when there is no longer a reason for maintaining it. When travel has been performed in compliance with the order being rescinded, rescind only the unexecuted portion of the order (e.g., by date/period, geographical destinations, or other appropriate order element). A sample rescission is at Appendix H.

(2) Revoke an order when it is void and was without effect from the beginning. A sample revocation order is at Appendix I.

12. Blanket Travel Orders (BTO).

a. May be issued for periods up to one year for those staff members who:

(1) Regularly and frequently make trips to undetermined locations; making use of repeated travel orders impractical.

(2) Serve in an isolated duty station which does not permit rapid and efficient processing of individual orders.

b. Should include travel to all points in and between Europe and CONUS.

c. BTOs will not be used for, or in conjunction with, field exercises or attendance at schools.

d. Will be held to an absolute minimum and be personally signed by the director or office chief concerned.

e. Will include a document number (item 19, DD Form 1610) added by the directorate/staff office preparing order.

f. A sample BTO is at Appendix J.

13. Repeated Travel Orders (RTO). Repeated Travel Orders may be issued for periods up to 60 days for staff members involved in numerous separate

round-trip journeys from this Headquarters to, from, or between specific locations, excluding CONUS.

a. Locations must be the same (i.e., repeated trips to the same place).

b. RTO may be issued for a period of 60 consecutive days.

c. A sample RTO is at Appendix K.

*14. Courier Orders. The HQ USEUCOM official courier will travel without written orders. Individuals are eligible for per diem payments when gone from the Greater Stuttgart Area for periods in excess of 10 hours. *The courier will submit a DD Form 1610 with blocks 1 thru 19 completed to ECJ1-AAC. ECJ1-AAC will obtain funding, issue order and notify traveler upon publication of orders.*

15. Medical Appointment Orders. In the event prescribed care/treatment is not available in the local area, orders may be issued for either military members or their family members to travel to the nearest medical facility offering required services as follows:

a. Military members. DD Form 1610 will be used. In conjunction with the TDY order request, a letter/medical appointment document issued by the local servicing medical facility will be attached and included in the review and coordination procedures of order issuance.

(1) Following preparation, the requestor, will route order to the appropriate Service element of the Personnel Division, ECJ1.

(2) ECJ1-P Service element (Army and Air Force) will review, authorize issuance, issue fund citation or route to ECJ1-RM for funding (Navy only), and pass to ECJ1-AAC for authentication and publication.

(3) A sample of DD Form 1610 medical order is at Appendix L.

13 JUN 1995

SM 30-1, Change 1

b. Family members. Invitational Travel Orders (ITO) format must be used. Sponsors directorate/staff office will prepare ITO based upon letter request or medical appointment document issued by the local servicing medical facility.

(1) Processing and distribution instructions are the same as for military members (see paragraph 12a).

(2) A sample completed medical ITO is at Appendix M.

c. Medical travel authorizations/restrictions. See Appendix N.

16. Non-members of the Forces (other than family members).

a. Contractor personnel and NATO staff members will use ITO, rather than DD Form 1610 (unless government transportation is authorized in their contract). The same terms and conditions specified within the DD Form 1610 apply also to ITO format.

(1) Directorate/Staff Office will prepare ITO upon receipt of a written request from sponsoring activity.

(2) Funding procedures will be followed as with DD Form 1610.

(3) Authentication and distribution procedures. Upon issuance of order number and signature of ITO make necessary distribution of the order.

*(4) A sample ITO request is at Appendix P.

(5) A sample completed ITO for contractor personnel is at Appendix O.

b. Visitors will use ITO rather than DD Form 1610. The same terms and conditions apply as stated above (see SM 5-27 and DOD Regulation 4515.13R).

*(1) Requesting (sponsoring) directorate/staff office will obtain Command Group approval, where appro-

priate (use of U.S. Military aircraft), by submission of an ITO request (Appendix P) and an SSRS to ECJS.

(2) ECJ1-AAC will issue ITO upon receipt of directive from ECJS.

(3) Distribution (both classified and unclassified) will be limited to copies furnished to ECJS, ECJ3-FO, and one copy to sponsoring directorate/staff office.

17. Request for Tickets and Reservations. Request for TDY travel arrangements will be submitted on HQ USEUCOM Form 30-1B-R (Request for Travel Tickets and Reservations), and forwarded to reach the Personnel Movements Office, Transportation and Travel Division, Directorate of Logistics, EUCOM Support Group (commonly referred to as Duty Travel Office, Patch Barracks) a minimum of three working days before the expected departure date. A sample copy of this form is at Appendix Q. When three days' advance notice cannot be provided, travelers may telephonically contact Personnel Movements Office to initiate reservation action and follow up by hand carrying orders throughout the system.

18. Submission and Documentation of Vouchers.

a. Individuals will complete and submit travel vouchers to servicing F&AO within five work days following completion of TDY.

b. Individuals will obtain necessary certificates of nonavailability of Government quarters and mess facilities to support their travel vouchers. Such certificates are not necessary when directors/deputy directors and office chiefs issue the statements cited in paragraph 7h(1).

c. USEUCOM travelers, both military and civilian, who have collected advance travel pay, but are delinquent in filing reimbursement

13 JUN 1995

SM 30-1, Change 1

voucher (30 days or more following expected date of return to duty station) will be subject to:

(1) Collection action against salary and wages. IAW 5 U.S.C. 5705, and AR 37-106, the full amount of travel advance may be deducted from military and civilian salaries. Penalty and interest charges may also be assessed.

(2) A one time \$15.00 administrative fee will be assessed, at a minimum, for late filing. This is in addition to any possible penalty and interest charges.

19. Filing of DD Form 1610 and TDY Order Log. DD Form 1610 and TDY Order Log will be filed IAW Army Regulation 25-400-2 utilizing MARKS Number 600d. This MARKS Number encompasses both Military and Civilian Temporary Duty Travel orders.

*20. Designating Couriers. Travelers that will be carrying or discussing classified information will have special statements on their orders. If the traveler has been authorized to carry classified (TOP SECRET and below) material, block 16 of DD Form 1610 shall contain the following statements:

a. "Traveler is (or is not) authorized to disclose classified information"; or

b. "Traveler is (or is not) authorized to carry classified material"; and

c. "Traveler is aware of applicable export control, foreign disclosure and security requirements". This statement is to be used if either or both a and b above indicate that classified information is involved.

e. In addition to the above, the name, telephone number and signature of the cognizant security officer will be entered in Item 16 of the DD Form 1610.

f. Travelers who are authorized to carry classified material on international flights must have courier orders (DD Form 2501, Courier Authorization, is not valid for overseas travel) and be informed of and acknowledge their security responsibilities. The acknowledgment requirement can be satisfied by a briefing or by requiring the traveler to read written instructions. A sample Courier Order is at Appendix S.

g. The above statements DO NOT APPLY to SCI information. Travel orders will not indicate that an individual is an SCI Courier, but may show "Official Courier". The HQ USEUCOM Special Security Office (ECJ2-SSO) must be contacted regarding policy and procedures for the couriering of SCI material.

FOR THE COMMANDER IN CHIEF:

OFFICIAL:

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Lieutenant General, USA
Chief of Staff

SUSAN M. MEYER
LTC, USA
Adjutant General

13 JUN 1995

SM 30-1, Change 1

Appendixes

- A - References
- B - Sample Foreign Flag Carrier Certificate
- C - Instructions for Preparation of DD Form 1610 for DOD Personnel
- D - Sample DD Form 1610
- E - HQ USEUCOM Supplemental Instructions for TDY
- F - HQ USEUCOM Supplemental Instructions for TDY/NATO Travel Order (HQ USEUCOM FORM 30-1-R)
- G - Sample TDY Order Amendment
- H - Sample TDY Order Rescission
- I - Sample TDY Order Revocation
- J - Sample TDY Blanket Travel Order (BTO)
- K - Sample TDY Repeated Travel Order (RTO)
- L - Sample Medical Order - Military Member
- M - Sample Medical ITO Request - Family Member
- N - Sample Medical Travel Authorization/Restrictions
- O - Sample ITO Request
- P - Sample ITO Order - Contractor (Non-Family Member)
- Q - Request for Travel Tickets and Reservations (HQ USEUCOM Form 30-1B)
- R - TDY/ITO Order Log (HQ USEUCOM 30-1A-R).
- *S - Sample Courier Order.*

DISTRIBUTION:

P

References

- A-1 5 USC 5705
- A-2. DOD Directive 1327.5, Leave and Liberty.
- A-3. DOD Regulation 4515.13-R, Air Transportation Eligibility.
- A-4. Volumes I and II, Joint Federal Travel Regulations (JFTR).
- A-5. Routing Guide for International Air Travel, Military Traffic Management Command (MTMC).
- A-6. Army Regulation 25-400-2, Modern Army Recordkeeping System (MARKS).
- A-7 Army Regulation 37-106, Finance & Accounting for Installations - Station & Evacuation Allowances
- A-8. Army Regulation 310-10, Military Orders.
- A-9. Air Force Regulation 76-11, U.S. Government Rate Tariff.
- A-10. HQ USEUCOM Staff Memorandum 5-27, Official Visits To HQ USEUCOM.
- A-11. HQ USEUCOM Staff Memorandum 25-3, (CONFIDENTIAL) Travel Control Restrictions of Certain Personnel (U).
- A-12. HQ USEUCOM Staff Memorandum 30-8, Leaves, Passes, and Permissive TDY.

12 4 AUG 1993

Appendix B

SM 30-1

Sample Foreign Flag Carrier Certificate

I certify that it was necessary for _____

(name of traveler)

to use _____

noncertificated* air carrier(s)

from _____

to _____

on _____

(date)

for the following reasons:

(date)

Signature of traveler or authorizing
officer

Title or position

Organization

*Section 401 of Federal Aviation Act of 1958 (49 U.S. Code 1371).
HQ USEUCOM Form 30-1a

Appendix C

Instructions for Preparation of DD Form 1610 for DOD Personnel

<u>ITEM #</u>	<u>INSTRUCTION</u>
1.	Enter day, month and year (e.g., 15 Aug 91).
2.	Enter name and SSN of traveler.
3.	Enter position title, grade/rank, and Service of traveler.
4.	Enter name and location of traveler's current permanent duty station.
5.	Enter traveler's unit of assignment.
6.	Enter traveler's duty phone number.
7.	Enter "TDY" and, if appropriate, "Group", "Confirmatory", "Repeated", "Blanket", "Amendment", "Rescission", or "Revocation".
8.	Enter the security clearance of traveler.
9.	Specify clearly and fully. If TDY is to attend meetings of technical, professional, scientific or other non-Federal agencies, enter "To attend (name of conference) (date of conference) as a liaison representative of (enter appropriate Service affiliation) under authority of the Secretary of the (enter appropriate Service affiliation) (date approved)." If TDY is to attend school, also include the reporting date, course title, class number and quota source.
*10a.	Self-explanatory. The period, including travel time, may be exceeded by 100 percent or seven days, whichever is less, without requiring a travel order amendment. See paragraph 3-5b, AR 310-10 for continuous TDY at one location for a period in excess of 180 calendar days.

24 AUG 1993

Appendix C

Instructions for Preparation of DD Form 1610 for DOD Personnel
(Cont)

<u>ITEM #</u>	<u>INSTRUCTION</u>
*10b.	Enter the date, as accurately as possible, for beginning official travel. (Official travel may begin as much as seven days before or after the indicated date, but is not official until the date travel order is issued.)
*11.	Indicate places from and to which official travel is authorized and "return to" point. Do not enter a location unless TDY will be performed at that location or a rest stop is authorized at that location under paragraph U4102, Vol I, JFTR. If TDY is to be performed at a military organization, show the name of the military installation at which the organization is located. If it is expected that the traveler may have to vary from a prescribed itinerary to accomplish the mission assignment, enter an "X" in the block preceding "Variation Authorized." Justification for variation will be signed by the requesting or approving official and attached to the order.
*12.	Transportation officers are responsible for determining modes of transportation. Orders will reflect the mode of transportation determined to be the most appropriate by the approving official after coordination (written or verbal) with the transportation officer. Orders will not specify a category or class of airlift (e.g., category Z travel). Travel by privately owned conveyance <u>cannot be directed</u> . TDY orders may show that travel by privately owned conveyance is authorized as more advantageous to the Government. Leave space next to "Rate per mile" blank. Leave block next to "Mileage reimbursement...as indicated in JFTR" blank.
13.	Put an "X" in the box next to the statement "Per diem authorized in accordance with JTR".
*14.	Leave Blank or enter information required by Resource Manager.

24 AUG 1993

SM 30-1

Appendix C

Instructions for Preparation of DD Form 1610 for DOD Personnel
(Cont)

<u>ITEM #</u>	<u>INSTRUCTION</u>
*15.	Enter the word "MAX". Local Finance & Accounting Office will determine the appropriate amount of an advance payment.
*16.	Requestors must develop appropriate responses to this item by referring to Appendix E and regulations or other instructions governing the action to be taken. Except when travel by POV is authorized as more advantageous to the government, contact the supporting Transportation Office to obtain GTR cost (Government Transportation Cost) and enter "Government TR cost is (enter amount)". Do not include information that is not essential to the TDY. When TDY is for maneuvers or exercises, enter "Per diem will (will not) be payable in accordance with AR 37-52. Supplemental Instructions "K" and "L" will not be used together on a TDY order, except for BTOs.
*17.	The requesting official will sign in this item after determining that the TDY request meets prescribed criteria. The requesting official will not normally sign as the approving official. If the requesting official is also the approving official, enter "Same as item 18" and the official will sign in item 18.
*18.	The approving official will sign in this item after determining that the TDY request meets prescribed criteria. The approving official will not normally sign as the order authorizing official. If the approving official is also the order authorizing official, enter "Same as item 20" and the official will sign in item 20.
*19.	The Directorate/Staff Office Resource Manager will enter the appropriate accounting classification; the DSSN of the office that maintains the individual's travel record (DD Form 1588); and certify the availability of funds by signing in item 19. When TDY is to participate in civilian ceremonies; enter, "All expenses incurred as a result of this temporary duty will be borne by (insert name of sponsoring agency)." Enter the Customer Identification Code (CIC) on all orders directing travel to or from an overseas area. AR 37-26 explains the construction of the CIC.

Instructions for Preparation of DD Form 1610 for DOD Personnel
(Cont)

<u>ITEM #</u>	<u>INSTRUCTION</u>
*20.	The order authorizing official will sign in this item after determining that the TDY request meets prescribed criteria. Show order issuing organization and location in addition to title and signature of order authorizing official. The requesting and approving official will not normally sign as the order authorizing official.
*21.	Self-explanatory.
22.	See paragraph 3k above for instructions on numbering orders.

24 AUG 1993

SM 30-1

APPENDIX D

SAMPLE DD FORM 1610

*Travel Order Number XX-02-57 was the last of the series for February 1992

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (Reference: Joint Travel Regulations) Travel Authorized as Indicated in Items 2 through 21.						1. DATE OF REQUEST 1 March 1993			
REQUEST FOR OFFICIAL TRAVEL									
2. NAME (Last, First, Middle Initial) DOE, JOHN M.				SSN 123-45-6789				3. POSITION TITLE AND GRADE OR RATING Chief Training Branch, Maj, USAF	
4. OFFICIAL STATION HQ USEUCOM APO AE 09128				5. ORGANIZATIONAL ELEMENT ECJ9-T			6. PHONE NO. 430-1111		
7. TYPE OF ORDERS TDY			8. SECURITY CLEARANCE SECRET		9. PURPOSE OF TDY To Attend Training Conference 15 - 20 Mar 93 CATEGORY:				
10a. APPROX NO. OF DAYS OF TDY (Including travel time) 6			b. PROCEED O/A (Date) 14 March 1993						
11. ITINERARY <input type="checkbox"/> VARIATION AUTHORIZED From Stuttgart, Germany (Patch Barracks) to Garlstedt, Germany (Clay Kaserne) and return.									
12. MODE OF TRANSPORTATION									
COMMERCIAL RAIL <input checked="" type="checkbox"/> AIR <input type="checkbox"/> BUS <input type="checkbox"/> SHIP <input type="checkbox"/>				GOVERNMENT AIR <input type="checkbox"/> VEHICLE <input type="checkbox"/> SHIP <input type="checkbox"/>		PRIVATELY OWNED CONVEYANCE (Check one) RATE PER MILE: <input type="checkbox"/> MORE ADVANTAGEOUS TO GOVERNMENT <input type="checkbox"/> MILEAGE REIMBURSEMENT AND PER DIEM LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION & RELATED PER DIEM AS DETERMINED IN JTR. TRAVEL TIME LIMITED AS INDICATED IN JTR.			
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel Only)									
13. <input checked="" type="checkbox"/> PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR. <input type="checkbox"/> OTHER RATE OF PER DIEM (Specify)									
14. ESTIMATED COST						15. ADVANCE AUTHORIZED			
PER DIEM \$ 375.00		TRAVEL \$ 100.00		OTHER \$		TOTAL \$ 475.00			
						\$ MAX			
16. REMARKS (Use this space for special requirements, leave, superior or 1st-class accommodations, excess baggage, registration fees, etc.) Items A, C, E, F on reverse apply.									
TRAVEL ADVANCE CITE:									
17. REQUESTING OFFICIAL (Title and signature) I. M. SAMPLE, COL, USA Chief, Training & Plans Division				18. APPROVING OFFICIAL (Title and signature) H. E. BOSSMAN, Col, USAF Deputy Director, ECJ9					
AUTHORIZATION									
19. ACCOUNTING CITATION 213 2020 94-1031 P201398.00 211E/219E/2572 S91516 TXXX DOE67893A03023									
20. ORDER AUTHORIZING OFFICIAL (Title and signature) OR AUTHENTICATION A. N. MEGAMANIAC, LCDR, USN ECJ9 Executive Officer						21. DATE ISSUED 2 March 1993			
						22. TRAVEL ORDER NUMBER J9-03-01			

DD FORM 1610, 1 JUN 67

APPENDIX E, SM 30-1
HQ USEUCOM SUPPLEMENTAL INSTRUCTIONS FOR TDY
HEADQUARTERS UNITED STATES EUROPEAN COMMAND APO AE 09128
DD FORM 1610 (select remarks as appropriate; list not all-inclusive)

A. (Mandatory statement): Official travel arrangements made through a commercial travel office (CTO) (travel agency) not under contract to the government are not reimbursable unless it can be demonstrated that the traveler had no alternative (see para U3120 JFTR or para C2207 JTR). For assistance after duty hours, the CarlsonWagonlit 24 hour international number is 00-44-181-844-2944. In Germany, the toll free number is 0130-822410. In CONUS the toll free number is 1-800-288-5999.

B. Purchase of the lower cost APEX fare ticket through the government contracted CTO is authorized.

C. (Mandatory statement): Ref para U4125, JFTR or para C4554, JTR. For the meal portion of the per diem rate (select one):

C.1 Government meals are not available or directed (locality rate);

C.2 Partial government meals are available and directed (proportional rate);

C.3 All government meals are available and directed (govt rate);

C.4 All government meals are available, directed, and provided at no cost; member must claim deductible meals on the travel voucher.

D. Ref para U4800, JFTR or para C4554, JTR. Duty is in support of a contingency operation. TDY option applies with incidentals paid at (select one):

D.1 Incidental per diem rate is \$3.50.

D.2 Incidental per diem rate is for locality listed in Appendix B, JFTR, Vol. 1.

E. TDY is under (select one): (1) field conditions; or (2) essential unit messing.

F. Traveler is authorized to carry a military issue firearm in the execution of this TDY mission. Traveler will comply with the provisions of DoD Directive 5210.56. Ensure proper documentation is obtained and is in compliance with airline rules and regulations, and handling and packing procedures are strictly adhered to.

G. You are designated Official Courier and must possess an official courier letter certified by the unit security manager.

H. You must wear civilian clothing while in travel status directed by this order.

I. Refer to and comply with the requirements of the Foreign Clearance Guide, DoD 4500.54-G, for theater/country clearances and immunization requirements.

J. Local travel in and around the TDY location is authorized.

K. You are authorized use of a special conveyance vehicle (select one): (1) compact; (2) mid-size; (3) full-size car; or (4) van. Make arrangements to obtain the vehicle through the government contracted CTO.

L. Excess baggage for commercial air not to exceed one piece or 70 lbs. is authorized. (reference AR 55-71, para 7-3).

M. Use of government quarters would adversely affect the performance of the assigned mission.

N. Government quarters will be used if available. If government quarters are not available, a quarters non-availability control number must be obtained from the installation billeting office and annotated on your travel settlement voucher.

O. Authorized to purchase supplemental liters of gasoline (for Germany, Netherlands, or Italy). Supplemental amount authorized is (select one): (1) 100 liters; (2) 200 liters; (3) 300 liters; (4) 400 liters.

P. Leave in conjunction with TDY (select one):

P1. (For military travelers): Leave authorized in conjunction with TDY. Leave dates are: from: _____ to: _____.

Address: _____ Phone: _____

P2. (For civilian travelers): _____ number of days of annual leave is authorized in conjunction with TDY.

Q. Conference/registration fee is authorized in the amount of _____. (Note: any meals provided under a conference/registration fee must be claimed as deductible meals on the traveler's settlement voucher).

R. (Mandatory statement): You will submit your travel settlement voucher to the finance office within 5 days of completed travel.

S. (Mandatory statement) With regard to the government-sponsored, contractor-issued travel card or government travel card (select one):

S1. Traveler is a government travel cardholder. Traveler may use the card to pay for all costs incident to official business travel, including lodging, transportation, rental cars, meals and other allowable reimbursable expenses. The travel card may also be used for ATM cash withdrawals/advances incident to official travel. Cash advances will be obtained no earlier than five working days before the scheduled departure date and not later than the completion of travel. Transaction fees that are charged for authorized ATM cash withdrawals and travelers checks are reimbursable expenses provided the traveler requests reimbursement on the travel voucher.

S2. Traveler is not a government travel cardholder. Orders approving official may authorize emergency cash advances in limited situations where no other process is available to accomplish the mission.

APPENDIX F
NATO TRAVEL ORDER

**NATO TRAVEL ORDER/ORDRE DE MISSION OTAN/NATO-MARCHBEFEHL/FOGLIO DI VIAGGIO NATO
(HQ USEUCOM SM 30-1)**

Country of Origin/Pays de Provenance/Ursprungsland/Paese di provenienza _____

1. The bearer (and group as shown hereon or on attached list)
Le porteur (et personnel porte ci-dessus ou sur la liste jointe)
Der inhaber (sowie die oben in beigefuegter Liste verzeichneten Personen)
Il sottoscrittato latore (ed il personale elencato de seguito o nel foglio allegato)

Name Nom Name Nome	Rank Grade Dienstgrad Grado	Serial Number Numéro de série Wehrstamm-Nr. Numero di emissione

2. will travel from
fera mouvement de
reist (reisen) von
viaggera da _____
- via
via
ueber
via _____
- to
a
nach
a _____

Date of departure
Date du départ
Tag der Abreise
Data di partenza _____

Expected date of return
Date probable de retour
Voraussichtlicher Tag der Rueckkehr
Data di ritorno prevista _____

3. Authority for travel
Autorité qui a établi l'ordre
Reisegenehmigung
Autorità che ha ordinato il viaggio _____

4. Authority (is) (is not) granted to possess and carry arms.
Autorisation de port d'armes (accordée) (non accordée).
Der Besitz und das Tragen von Waffen (ist) (ist nicht) gestatten.
Autorizzazione per il porto d'arm (precisare se concessa o meno).

5. The person named in paragraph 1 is authorized to carry arms.
La personne indiquée au paragraphe 1 est autorisée a porter
Die inter Ziffer 1 genannte Person is berechtigt
mit sich zu fuehren
La persona nominata del paragrafo 1 a autorizzata a portare _____
- sealed dispatches numbered
plis scellés numérotés
versiegelte Sendungen mit den Nummern
plichì sigillati numerati _____

These dispatches contain only official documents.
Ces plis ne contiennent que des documents officiels.
diese Sendungen enthalten nur dienstliche dokumente.
I plichì suddetti contengono esclusivamente documenti ufficiali.

6. I hereby certify that this (individual) (group)* (is) (are) member(s) of a Force as defined in the NATO Status of Forces Agreement, and that this is an authorized move under their terms of this agreement. (*Delete if not applicable).

Je soussigné certifie que le personnel visé appartient à une armée telle que définie dans l'Accord OTAN sur le statut des Forces Armées et que ce déplacement est officiel selon les termes de cet accord.

Hiermit bestaetige ich, dass die genannte(n) Person(en) Mitglied(er) einer Streitkraft gemass der Definition in dem Abkommen ueber die Rechtsstellung der NATO-Truppen ist (sind), und dass diese Riese gemaess den Vorschriften dieses Abkommens genehmigt ist.

Si dichiara che il personale latore del presente foglio di viaggio fa parte delle Forze Armate definite dallo "accordo NATO sullo statuto dalle Forze Armate" e che pertanto il movimento e autorizzato nei termini del predetto Accordo.

Date of issue
Date de l'autorisation
Ausstellungdatum
Data di emissione _____

Officer authorizing movement
Officier autorisant le mouvement
Genehmigender Offizier
Autorità che autorizza il movimento _____

24 AUG 1993

SM 30-1

APPENDIX G

SAMPLE TDY ORDER AMMENDMENT

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (Reference: Joint Travel Regulations) Travel Authorized as Indicated in Items 2 through 21.						1. DATE OF REQUEST 5 March 1993	
REQUEST FOR OFFICIAL TRAVEL							
2. NAME (Last, First, Middle Initial) SAME AS ORIGINAL ORDER				3. POSITION TITLE AND GRADE OR RATING SAME AS ORIGINAL ORDER			
4. OFFICIAL STATION SAME AS ORIGINAL ORDER				5. ORGANIZATIONAL ELEMENT SAME AS ORIGINAL ORDER		6. PHONE NO. 430-1111	
7. TYPE OF ORDERS AMENDMENT		8. SECURITY CLEARANCE SECRET		9. PURPOSE OF TDY CATEGORY:			
10a. APPROX NO. OF DAYS OF TDY (Including travel time)		b. PROCEED O/A (Date)					
11. ITINERARY <input type="checkbox"/> VARIATION AUTHORIZED							
12. MODE OF TRANSPORTATION							
COMMERCIAL				GOVERNMENT		PRIVATELY OWNED CONVEYANCE (Check one)	
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	RATE PER MILE:
					X		<input type="checkbox"/> MORE ADVANTAGEOUS TO GOVERNMENT
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel Only)						<input type="checkbox"/> MILEAGE REIMBURSEMENT AND PER DIEM LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION & RELATED PER DIEM AS DETERMINED IN JTR. TRAVEL TIME LIMITED AS INDICATED IN JTR.	
13. <input checked="" type="checkbox"/> PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR. <input type="checkbox"/> OTHER RATE OF PER DIEM (Specify)							
14. ESTIMATED COST							15. ADVANCE AUTHORIZED
PER DIEM		TRAVEL		OTHER		TOTAL	
\$ 375.00		\$		\$		\$ 375.00	
16. REMARKS (Use this space for special requirements, leave, superior or 1st-class accommodations, excess baggage, registration fees, etc.) TRAVEL ORDER NUMBER J9-03-01, DATED 2 MARCH 1993 ISSUED BY HQ USEUCOM IS AMENDED TO READ "TRAVEL BY GOVERNMENT VEHICLE" IN ITEM 12 AND ITEM 14 "TRAVEL" IS AMENDED TO READ "0"							
TRAVEL ADVANCE CITE:							
17. REQUESTING OFFICIAL (Title and signature) SAME AS ORIGINAL ORDER				18. APPROVING OFFICIAL (Title and signature) SAME AS ORIGINAL ORDER			
AUTHORIZATION							
19. ACCOUNTING CITATION SAME AS ORIGINAL ORDER							
20. ORDER AUTHORIZING OFFICIAL (Title and signature) OR AUTHENTICATION SAME AS ORIGINAL ORDER						21. DATE ISSUED 7 March 1993	
						22. TRAVEL ORDER NUMBER J9-07-01	

DD FORM 1610, 1 JUN 67

24 AUG 1993

SM 30-1

APPENDIX H

SAMPLE TDY ORDER RECISSION

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL <i>(Reference: Joint Travel Regulations)</i> Travel Authorized as Indicated in Items 2 through 21.				1. DATE OF REQUEST 6 March 1993																						
REQUEST FOR OFFICIAL TRAVEL																										
2. NAME (Last, First, Middle Initial) SAME AS ORIGINAL ORDER			3. POSITION TITLE AND GRADE OR RATING SAME AS ORIGINAL ORDER																							
4. OFFICIAL STATION SAME AS ORIGINAL ORDER			5. ORGANIZATIONAL ELEMENT SAME AS ORIGINAL ORDER		6. PHONE NO. 430-1111																					
7. TYPE OF ORDERS RESCISSION		8. SECURITY CLEARANCE SECRET		9. PURPOSE OF TDY CATEGORY:																						
10a. APPROX NO. OF DAYS OF TDY (Including travel time)		b. PROCEED O/A (Date)																								
11. ITINERARY <input type="checkbox"/> VARIATION AUTHORIZED																										
12. MODE OF TRANSPORTATION																										
<table border="1"> <tr> <th colspan="4">COMMERCIAL</th> <th colspan="3">GOVERNMENT</th> </tr> <tr> <td>RAIL</td> <td>AIR</td> <td>BUS</td> <td>SHIP</td> <td>AIR</td> <td>VEHICLE</td> <td>SHIP</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td>X</td> <td></td> </tr> </table>				COMMERCIAL				GOVERNMENT			RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP						X		PRIVATELY OWNED CONVEYANCE (Check one)	
COMMERCIAL				GOVERNMENT																						
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP																				
					X																					
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel Only)				RATE PER MILE: <input type="checkbox"/> MORE ADVANTAGEOUS TO GOVERNMENT <input type="checkbox"/> MILEAGE REIMBURSEMENT AND PER DIEM LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION & RELATED PER DIEM AS DETERMINED IN JTR. TRAVEL TIME LIMITED AS INDICATED IN JTR.																						
13. <input checked="" type="checkbox"/> PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR. <input type="checkbox"/> OTHER RATE OF PER DIEM (Specify)																										
14. ESTIMATED COST																										
PER DIEM \$ 375.00		TRAVEL \$		OTHER \$																						
				TOTAL \$ 375.00																						
15. ADVANCE AUTHORIZED \$ MAX																										
16. REMARKS (Use this space for special requirements, leave, superior or 1st-class accommodations, excess baggage, registration fees, etc.) TRAVEL ORDER NUMBER J9-03-01, DATED 2 MARCH 1993 ISSUED BY HQ USEUCOM IS HEREBY RESCINDED																										
TRAVEL ADVANCE CITE:																										
17. REQUESTING OFFICIAL (Title and signature) SAME AS ORIGINAL ORDER			18. APPROVING OFFICIAL (Title and signature) SAME AS ORIGINAL ORDER																							
AUTHORIZATION																										
19. ACCOUNTING CITATION SAME AS ORIGINAL ORDER																										
20. ORDER AUTHORIZING OFFICIAL (Title and signature) OR AUTHENTICATION SAME AS ORIGINAL ORDER				21. DATE ISSUED 7 March 1993																						
				22. TRAVEL ORDER NUMBER J9-08-01																						

DD FORM 1610, 1 JUN 67

24 AUG 1993

SM 30-1

APPENDIX I

SAMPLE TDY ORDER REVOCATION

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (Reference: Joint Travel Regulations) Travel Authorized as Indicated in Items 2 through 21.						1. DATE OF REQUEST 7 March 1993	
REQUEST FOR OFFICIAL TRAVEL							
2. NAME (Last, First, Middle Initial) SAME AS ORIGINAL ORDER				3. POSITION TITLE AND GRADE OR RATING SAME AS ORIGINAL ORDER			
4. OFFICIAL STATION SAME AS ORIGINAL ORDER				5. ORGANIZATIONAL ELEMENT SAME AS ORIGINAL ORDER		6. PHONENO. 430-1111	
7. TYPE OF ORDERS REVOCATION		8. SECURITY CLEARANCE SECRET		9. PURPOSE OF TDY CATEGORY:			
10a. APPROX NO. OF DAYS OF TDY (Including travel time)		b. PROCEED O/A (Date)					
11. ITINERARY <input type="checkbox"/> VARIATION AUTHORIZED							
12. MODE OF TRANSPORTATION							
COMMERCIAL				GOVERNMENT		PRIVATELY OWNED CONVEYANCE (Check one)	
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	RATE PER MILE:
					X		<input type="checkbox"/> MORE ADVANTAGEOUS TO GOVERNMENT
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel Only)						<input type="checkbox"/> MILEAGE REIMBURSEMENT AND PER DIEM LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION & RELATED PER DIEM AS DETERMINED IN JTR. TRAVEL TIME LIMITED AS INDICATED IN JTR.	
13. <input checked="" type="checkbox"/> PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR. <input type="checkbox"/> OTHER RATE OF PER DIEM (Specify)							
14. ESTIMATED COST						15. ADVANCE AUTHORIZED	
PER DIEM		TRAVEL		OTHER		TOTAL	
\$ 375.00		\$		\$		\$ 375.00	
						\$ MAX	
16. REMARKS (Use this space for special requirements, leave, superior or 1st-class accommodations, excess baggage, registration fees, etc.) TRAVEL ORDER NUMBER J9-03-01, DATED 2 MARCH 1993 ISSUED BY HQ USEUCOM IS HEREBY REVOKED							
TRAVEL ADVANCE CITE:							
17. REQUESTING OFFICIAL (Title and signature) SAME AS ORIGINAL ORDER				18. APPROVING OFFICIAL (Title and signature) SAME AS ORIGINAL ORDER			
AUTHORIZATION							
19. ACCOUNTING CITATION SAME AS ORIGINAL ORDER							
20. ORDER AUTHORIZING OFFICIAL (Title and signature) OR AUTHENTICATION SAME AS ORIGINAL ORDER						21. DATE ISSUED 7 March 1993	
						22. TRAVEL ORDER NUMBER J9-09-01	

DD FORM 1610, 1 JUN 67

24 AUG 1993

SM 30-1

APPENDIX J

SAMPLE BLANKET TRAVEL ORDER

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (Reference: Joint Travel Regulations) Travel Authorized as Indicated in Items 2 through 21.						1. DATE OF REQUEST 7 March 1993	
REQUEST FOR OFFICIAL TRAVEL							
2. NAME (Last, First, Middle Initial) DOE, PAUL J.			SSN 987-65-4321		3. POSITION TITLE AND GRADE OR RATING Chief, Training & Plans Division, COL, USA		
4. OFFICIAL STATION HQ USEUCOM APO AE 09128				5. ORGANIZATIONAL ELEMENT ECJ9-T		6. PHONE NO. 430-1122	
7. TYPE OF ORDERS BLANKET TRAVEL			8. SECURITY CLEARANCE TOP SECRET		9. PURPOSE OF TDY TO CONDUCT OFFICIAL BUSINESS FOR HEADQUARTERS UNITED STATES EUROPEAN COMMAND. CATEGORY:		
10a. APPROX NO. OF DAYS OF TDY (Including travel time)		b. PROCEED O/A (Date)					
11. ITINERARY <input checked="" type="checkbox"/> VARIATION AUTHORIZED FROM STUTTGART, GERMANY (PATCH BARRACKS) TO ANY POINT OUTSIDE CONUS AND RETURN.							
12. MODE OF TRANSPORTATION							
COMMERCIAL				GOVERNMENT		PRIVATELY OWNED CONVEYANCE (Check one)	
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	RATE PER MILE: \$.25
X	X	X	X	X	X	X	<input checked="" type="checkbox"/> MORE ADVANTAGEOUS TO GOVERNMENT
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel Only)				<input type="checkbox"/> MILEAGE REIMBURSEMENT AND PER DIEM LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION & RELATED PER DIEM AS DETERMINED IN JTR. TRAVEL TIME LIMITED AS INDICATED IN JTR.			
13. <input checked="" type="checkbox"/> PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR. <input type="checkbox"/> OTHER RATE OF PER DIEM (Specify)							
14. ESTIMATED COST							15. ADVANCE AUTHORIZED
PER DIEM		TRAVEL		OTHER		TOTAL	
\$		\$		\$		\$	\$ 0
16. REMARKS (Use this space for special requirements, leave, superior or 1st-class accommodations, excess baggage, registration fees, etc.) TRAVELER WILL COMPLY WITH BELOW LISTED LETTERED ITEMS (REVERSE SIDE OF ORDER AND SM 30-1): A, B, C, D, E, F, K, L, N, O, P, Q. LOCAL TRAVEL AT TDY SITES AUTHORIZED BY PARA U-4052, VOL I, JFTR. TRAVEL ORDER WILL NOT BE USED FOR TDY DURING/IN CONJUNCTION WITH FIELD EXERCISES/ATTENDANCE AT SCHOOLS.							
TRAVEL ADVANCE CITE:							
17. REQUESTING OFFICIAL (Title and signature) H. E. BOSSMAN, Col, USAF Deputy Director, ECJ9				18. APPROVING OFFICIAL (Title and signature) J. C. CHIEF, BG, USA Director, ECJ9			
AUTHORIZATION							
19. ACCOUNTING CITATION ACCOUNTING CITATIONS FOR BLANKET TRAVEL ORDERS WILL BE PREPARED IN ACCORDANCE WITH INSTRUCTIONS ISSUED BY HQ USECOM COMPTROLLER. I. M. TIGHTWAD ECJ9 Resource Manager							
20. ORDER AUTHORIZING OFFICIAL (Title and signature) OR AUTHENTICATION A. N. MEGAMANIAC, LCDR, USN ECJ9 Executive Officer						21. DATE ISSUED 8 March 1993	
						22. TRAVEL ORDER NUMBER J9-10-01	

DD FORM 1610, 1 JUN 67

24 AUG 1993

SM 30-1

APPENDIX K

SAMPLE TDY REPEATED TRAVEL ORDER

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (Reference: Joint Travel Regulations) Travel Authorized as Indicated in Items 2 through 21.						1. DATE OF REQUEST 7 March 1993	
REQUEST FOR OFFICIAL TRAVEL							
2. NAME (Last, First, Middle Initial) DOE, PAUL J.			SSN 987-65-4321		3. POSITION TITLE AND GRADE OR RATING Chief, Training & Plans Division, COL, USA		
4. OFFICIAL STATION HQ USEUCOM APO AE 09128			5. ORGANIZATIONAL ELEMENT ECJ9-T		6. PHONE NO. 430-1122		
7. TYPE OF ORDERS REPEATED TRAVEL			8. SECURITY CLEARANCE TOP SECRET		9. PURPOSE OF TDY TO ATTEND MULTIPLE MEETINGS OF THE EUROPEAN SAFETY OFFICERS PLANNING AND PROGRAMMING COMMITTEE. CATEGORY:		
10a. APPROX NO. OF DAYS OF TDY (Including travel time)			b. PROCEED O/A (Date) SEE REMARKS				
11. ITINERARY <input type="checkbox"/> VARIATION AUTHORIZED FROM STUTTGART, GERMANY (PATCH BARRACKS) TO HEIDELBERG, GERMANY AND RETURN.							
12. MODE OF TRANSPORTATION							
COMMERCIAL				GOVERNMENT		PRIVATELY OWNED CONVEYANCE (Check one)	
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	RATE PER MILE: \$.25
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel Only)				<input checked="" type="checkbox"/> MORE ADVANTAGEOUS TO GOVERNMENT			
<input type="checkbox"/> MILEAGE REIMBURSEMENT AND PER DIEM LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION & RELATED PER DIEM AS DETERMINED IN JTR. TRAVEL TIME LIMITED AS INDICATED IN JTR.							
13. <input checked="" type="checkbox"/> PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR <input type="checkbox"/> OTHER RATE OF PER DIEM (Specify)							
14. ESTIMATED COST							15. ADVANCE AUTHORIZED
PER DIEM \$ 258.00	TRAVEL \$ 237.00	OTHER \$	TOTAL \$ 495.00		\$ MAX		
16. REMARKS (Use this space for special requirements, leave, superior or 1st-class accommodations, excess baggage, registration fees, etc.) TRAVELER AUTHORIZED TO PERFORM THREE SEPARATE ROUND TRIPS BETWEEN STUTTGART AND HEIDELBERG, GERMANY DURING THE PERIOD 15 - 25 MARCH 1992 TO ATTEND AND PARTICIPATE IN PLANNING MEETINGS.							
TRAVEL ADVANCE CITE:							
17. REQUESTING OFFICIAL (Title and signature) H. E. BOSSMAN, Col, USAF Deputy Director, ECJ9				18. APPROVING OFFICIAL (Title and signature) J. C. CHIEF, BG, USA Director, ECJ9			
AUTHORIZATION							
19. ACCOUNTING CITATION 213 2020 94-1031 P201398.00 211E/219E/2572 S91516 TXXX DOE43213A03024				I. M. TIGHTWAD ECJ9 Resource Manager			
20. ORDER AUTHORIZING OFFICIAL (Title and signature) OR AUTHENTICATION A. N. MEGAMANIAC, LCDR, USN ECJ9 Executive Officer					21. DATE ISSUED 9 March 1993		
					22. TRAVEL ORDER NUMBER J9-11-01		

DD FORM 1610, 1 JUN 67

24 AUG 1993

SM 30-1

APPENDIX L

SAMPLE MEDICAL TRAVEL ORDER - MILITARY MEMBER

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (Reference: Joint Travel Regulations) Travel Authorized as Indicated in Items 2 through 21.										1. DATE OF REQUEST 12 Mar 93	
2. NAME (Last, First, Middle Initial) MELVILLE, HERMAN C., 999-88-4123										3. POSITION TITLE AND GRADE OR RATING Supply Sergeant, SSgt, USAF	
4. OFFICIAL STATION HQ USEUCOM APO AE 09128										5. ORGANIZATIONAL ELEMENT ECJ9-T	
6. PHONE NO. 430-1124											
7. TYPE OF ORDERS TDY				8. SECURITY CLEARANCE SECRET				9. PURPOSE OF TDY Medical Appointment (For Self) or to accompany Family Member for Medical Appointment.			
10a. APPROX NO. OF DAYS OF TDY (Including travel time) 2				10b. PROCEED O/A (Date) 15 MARCH 1993							
11. ITINERARY <input type="checkbox"/> VARIATION AUTHORIZED FROM PATCH BARRACKS, VAHINGEN, GERMANY TO RAMSTEIN AFB, KAISERSLAUTERN, GERMANY AND RETURN TO PATCH BARRACKS											
12. MODE OF TRANSPORTATION											
COMMERCIAL				GOVERNMENT				PRIVATELY OWNED CONVEYANCE (Check one)			
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	RATE PER MILE: \$.25				
							<input checked="" type="checkbox"/> MORE ADVANTAGEOUS TO GOVERNMENT				
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel Only)							<input type="checkbox"/> MILEAGE REIMBURSEMENT AND PER DIEM LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION & RELATED PER DIEM AS DETERMINED IN JTR. TRAVEL TIME LIMITED AS INDICATED IN JTR.				
13. <input checked="" type="checkbox"/> PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR. <input type="checkbox"/> OTHER RATE OF PER DIEM (Specify)											
14. ESTIMATED COST											
PER DIEM \$ 100		TRAVEL \$ 75.00				OTHER \$		TOTAL \$ 175.00		15. ADVANCE AUTHORIZED \$	
16. REMARKS (Use this space for special requirements, leave, superior or 1st-class accommodations, excess baggage, registration fees, etc.) TRAVEL VOUCHER MUST BE SUBMITTED TO F&AO WITHIN FIVE DAYS OF COMPLETION OF TDY AND SUBMIT COPY OF FINAL PAID VOUCHER TO ECJ1-RM.											
17. REQUESTING OFFICIAL (Title and signature) HERMAN C., MELVILLE, SSgt, USAF Supply Sergeant											
18. APPROVING OFFICIAL (Title and signature) LINDA J. JONES, MSgt, USAF Chief, AF Pers Mgmt Branch											
19. ACCOUNTING CITATION Accounting Citations for medical military travel will be prepared by ECJ1-P Service Element (Army and Air Force) or ECJ1-RM (Navy) in accordance with current Service guidance.											
20. ORDER AUTHORIZING OFFICIAL (Title and signature) OR AUTHENTICATION A. N. MEGAMANIAC, LCDR, USN ECJ9 Executive Officer											
21. DATE ISSUED 13 March 1993											
22. TRAVEL ORDER NUMBER J9-12-01											

24 AUG 1993

Appendix M

SM 30-1

Sample Medical ITO Request - Family Member

ECJ?

MEMORANDUM FOR ECJ1-A

SUBJECT: Request for Dependent Medical Invitational Travel Order

Request Medical Invitational Travel Orders be published on the following individual(s):

- a. Patient's Name, SSS: Elizabeth A. Doe, 567-98-1234
- b. Sponsor's Name, Rank, SSN: Major John J. Doe, 123-45-6789
- c. Location of Appointment: Landstuhl, Germany
- d. Date of Appointment: 30 February 1992
- e. Duration of Travel: 2 Days

JOHN J. DOE
Major, USAF

NOTE: THIS REQUEST WILL ONLY BE USED IF THE PATIENT DOES NOT HAVE A STATEMENT FROM THE HOSPITAL.

24 AUG 1993

Appendix N

SM 30-1

Sample Medical Travel Authorization/Restrictions

The Joint Federal Travel Regulations, Volumes I and II annual guidance, published by the U.S. Army Health Services Command pertaining to medical travel provide for:

a. Air Force: Travel and per diem for active duty members for their care and treatment away from duty station and where designated to serve as a non-medical attendant. Note that only one non-medical attendant may be authorized to accompany a family member at Government expense. Further, family members are not authorized payment of per diem.

b. Army:

(1) Travel and per diem for active duty member care and treatment away from their duty station, medical/non-medical attendants where designated for them, or where Service members are designated to serve as non-medical attendants for their family members. (All treatment only for in-patient care).

(2) Transportation for family members of active duty members and per diem and transportation for their medical/non-medical attendants. Note that only one non-medical attendant may accompany a family member at Government expense and that family members are not authorized subsistence or lodging expenses (per diem).

(3) Travel and per diem for active duty member care and treatment away from their duty station (where stationed at other than an Army installation or activity) for outpatient care.

c. Navy/Marine Corps: Travel and per diem for active duty member care and treatment away from their duty station and for their medical/non-medical attendants where designated for them, or where Service members are designated to serve as non-medical attendants for their family members or for other active duty service members (in-patient care).

d. Accounting citations for medical travel will be prepared by ECJ1-P Service Element (for Army and Air Force personnel) or ECJ1-RM (for Navy and Marine Corps personnel).

24 AUG 1993

Appendix O

SM 30-1

*Sample ITO Order

LETTERHEAD

ORDERS: 03-05-J1

10 March 1993

Traveler is authorized to travel as indicated:

Mr. Richard K. Roundtable, Systems Engineer, GS-13 (Equiv), SSN or Passport #

Authority: Department of Defense Directive 4515.13R; Vol II, JTR; and AR 310-10; MTMC Guide

Itinerary: Patch Barracks, Vaihingen, Germany to Lisbon, Portugal and return to Patch Barracks, Vaihingen, Germany
Variations in itinerary authorized

Current Address: HQ USEUCOM, Vaihingen/Stuttgart, Germany (Patch Barracks)

Home of Record: Thule, Greenland

Purpose: Conduct Site Survey for ODC, Lisbon, Portugal for possible installation of a new computer system.

Accounting Class:

9303495.04948 094JIEJG94023 0349FKA -04 V 094-4 049495-3

a. Per Diem: \$ 769.00

b. Travel: \$ 738.00

c. Other: \$ 100.00

d. Total: \$1607.00

CERTIFYING OFFICIAL

CIC: 48575 48409328

Movement Designator Code: N/A

Additional Instructions:

a. Contract Number: DAJA93-91-C-0004

b. Mode of Transportation: Travel by POV, Commercial Air/Rental car is authorized.

c. Mr. Roundtable is an employee of Confusion Computer Corp which is under contract to HQ USEUCOM.

d. Clearance is TOP SECRET

Period of Travel: 21 - 25 March 1993

FOR THE COMMANDER IN CHIEF:

SIGNATURE

DISTRIBUTION:

Indiv (10)

ECJ1-RM (1)

ECJ1-COR (1)

24 AUG 1993

Appendix P

SM 30-1

Sample ITO Request - Contractor (Non-Family Member)

ECDC

MEMORANDUM FOR ECJ1-A

SUBJECT: Request for Invitational Travel Order

Request Invitational Travel Orders be published on the following individual(s):

a. Travelers' Names Rank (or equivalent) and Title: Mr. John J. Doe, GS-15 equivalent, United Computer Repair Company, Technical Representative to USEUCOM ECJ6.

b. Authority:

c. Itinerary: Burbank, California to Stuttgart, Germany and return to Burbank, California.

d. Current Location: Burbank, California

e. Purpose: To supervise repair of ECJ6 Computer System.

f. Accounting Citation:

*g. CIC:

*h. Contract Number:

*i. Mode of Transportation:

*j. Period of Travel: 30 February 1992 - 15 March 1992

COMMAND GROUP
APPROVAL

24 AUG 1993

SM 30-1

APPENDIX Q

REQUEST FOR TRAVEL TICKETS AND RESERVATIONS <small>(HQ US EUCOM SM 30-1)</small>						Date:	
To: USEUCOM AREA SUPPORT GROUP ATTN: Trans & Travel APO AE 09131				Travel Status Temporary duty travel () Redeployment () Other (specify)			
TRAVELLERS							
Grade	Full Name	SSAN/SN	Grade	SSAN/SN			
ITINERARY							
Depart from:	Date	Time	To arrive at:	Date	Time	Mod of travel:	
Remarks							
Travel Orders:				Typed name, grade/service of requester:			
Published () HQ:				<div style="display: flex; justify-content: space-between;"> Division Branch Telephone </div> Signature of requester			
Requested () Order no:							
Pending () Date:							
This Space Reserved for Use of Transportation Agent							
Time and date request received:				Thru: (Trans. agent & telephone)			
Time and date reservation requested:				Thru: (Trans. agent & telephone)			
Time and date reservation confirmed:				Thru: (Trans. agent & telephone)			
GTR No. -----				GTR No. -----			
Voyage ----- Place -----				Voyage ----- Place -----			

1. Indicate if rail sleeper accommodation is required.

2. List additional requirements; e.g. specify time and date requested action must be completed; indicate total air baggage allowance (44 lbs or 15 lbs) required, including excess when authorized and specified in travel orders.

3. Insurance of Government Transportation Request (GTR) will not be made without competent duty travel orders.

HQ USEUCOM 30-1B Previous editions are obsolete.

SM 30-1

APPENDIX R

[illegible]

13 JUN 1995

SM 30-1, Change 1

Appendix S

Sample Courier Order

LETTERHEAD

ECJ1

MEMORANDUM FOR WHOM IT MAY CONCERN

SUBJECT: Designation of Official Courier

1. Major John D. Smith, SSN 123-45-6789, Manpower, Personnel and Administration Directorate (ECJ1), Headquarters, United States European Command (HQ USEUCOM), APO AE 09128, is designated as Official Courier for classified material up to and including Top Secret. Upon request, he will present his official identification card bearing the number A-1234567.
2. This courier authorization is valid for the period 10 January 1995 through 1 February 1995.
3. Major Smith's point of departure is Patch Barracks, Vaihingen, Germany; destination is Washington, D.C. Known transfer points are Frankfurt International Airport, Germany; John F. Kennedy International Airport, New York; and Washington National Airport, Washington, D.C.
4. Major Smith will be carrying one sealed package, 14" x 13: addressed to JCS/J3, The Pentagon, Washington, D.C. 20301. This container/package is further identified by the markings on the covers: "OFFICIAL UNITED STATES GOVERNMENT COMMUNICATIONS - EXEMPT FROM EXAMINATION".
5. This courier designation can be confirmed by contacting the Security Manager at HQ USEUCOM/ECJ1, 49-711-6805600 (USA to Germany); or 430-5600 DSN.

IVAN F. LAMB
Colonel, U.S. Army
Director for Manpower, Personnel
and Administration